

**Agency Summary And Certification**

**FY 2026 Request**

**Agency:** Office of Administrative Hearings

460

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

**Signature of Department Director:**

Bryan Nickels

**Date:** 08/28/2024

	<b>FY 2024 Total Appropriation</b>	<b>FY 2024 Total Expenditures</b>	<b>FY 2025 Original Appropriation</b>	<b>FY 2025 Estimated Expenditures</b>	<b>FY 2026 Total Request</b>
<b>Appropriation Unit</b>					
Office of Administrative Hearings	816,900	708,200	1,589,000	1,589,000	1,585,800
<b>Total</b>	<b>816,900</b>	<b>708,200</b>	<b>1,589,000</b>	<b>1,589,000</b>	<b>1,585,800</b>
<b>By Fund Source</b>					
G 10000 General	816,900	708,200	1,589,000	1,589,000	1,585,800
<b>Total</b>	<b>816,900</b>	<b>708,200</b>	<b>1,589,000</b>	<b>1,589,000</b>	<b>1,585,800</b>
<b>By Account Category</b>					
Personnel Cost	567,200	559,900	1,214,400	1,214,400	1,236,800
Operating Expense	249,700	148,300	349,000	349,000	349,000
Capital Outlay	0	0	25,600	25,600	0
<b>Total</b>	<b>816,900</b>	<b>708,200</b>	<b>1,589,000</b>	<b>1,589,000</b>	<b>1,585,800</b>
FTP Positions	4.00	4.00	9.00	9.00	9.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

**Division Description**

Request for Fiscal Year: 2026

**Agency:** Office of Administrative Hearings

460

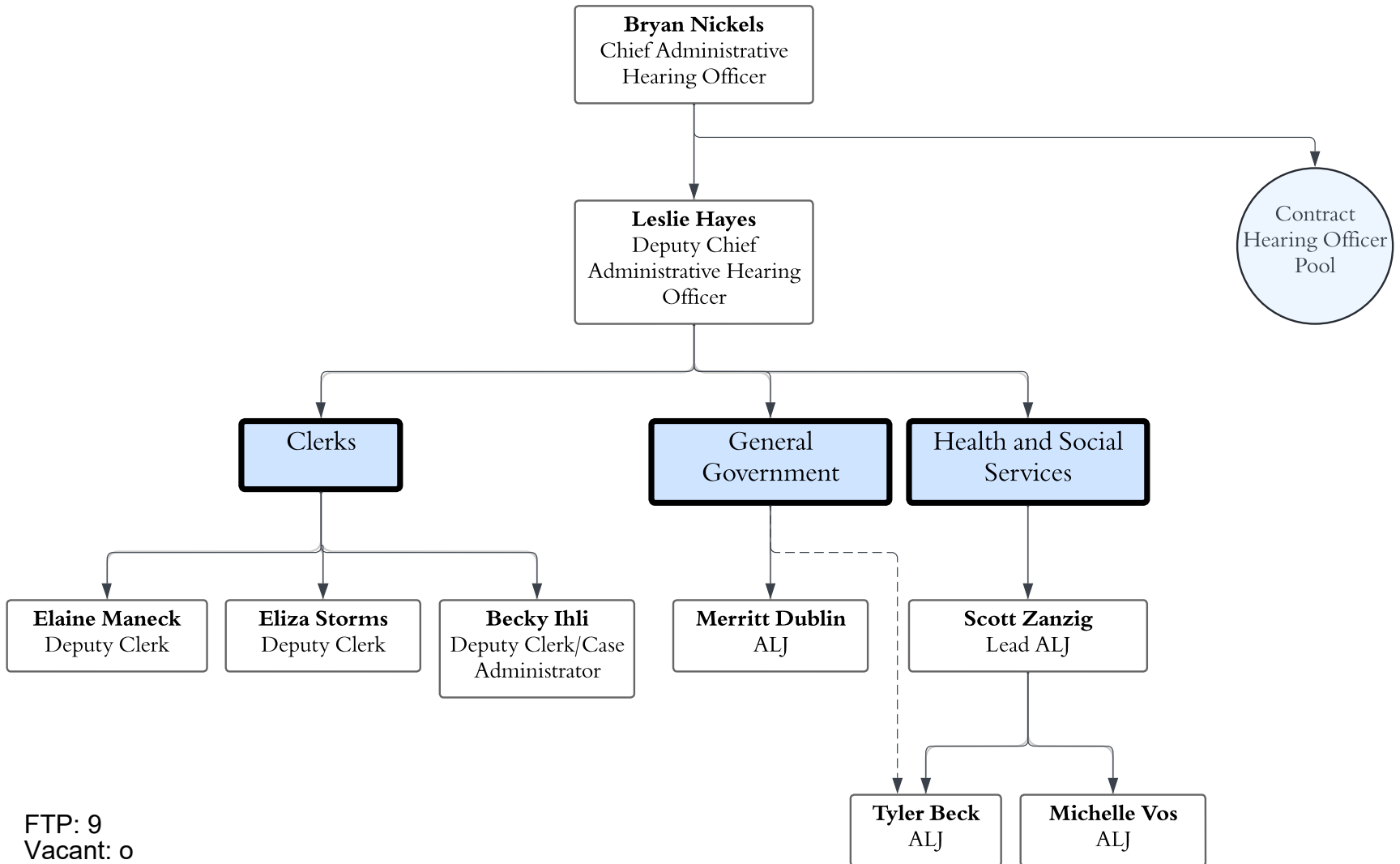
**Division:** Office of Administrative Hearings

AH1

**Statutory Authority:** IC §67-5280

The Office of Administrative Hearings was created in 2022 and is part of the executive branch residing in the Department of Self-Governing Agencies. The Office houses the State's administrative law judges and was created within Idaho's Administrative Procedure Act to provide independent and impartial hearing officers to preside over contested case proceedings before almost all of Idaho's agencies, boards, and commissions.

# Office of Administrative Hearings Organizational Chart - FY25



FTP: 9  
Vacant: 0  
As of 8/12/2024

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency</b>	Office of Administrative Hearings						460
<b>Division</b>	Office of Administrative Hearings						AH1
<b>Appropriation Unit</b>	Office of Administrative Hearings						SGAH
<b>FY 2024 Total Appropriation</b>							
1.00	FY 2024 Total Appropriation						SGAH
	10000 General	4.00	567,200	249,700	0	0	816,900
		4.00	567,200	249,700	0	0	816,900
1.61	Reverted Appropriation Balances						SGAH
	10000 General	0.00	(7,300)	(101,400)	0	0	(108,700)
		0.00	(7,300)	(101,400)	0	0	(108,700)
<b>FY 2024 Actual Expenditures</b>							
2.00	FY 2024 Actual Expenditures						SGAH
	10000 General	4.00	559,900	148,300	0	0	708,200
		4.00	559,900	148,300	0	0	708,200
<b>FY 2025 Original Appropriation</b>							
3.00	FY 2025 Original Appropriation						SGAH
	10000 General	9.00	1,214,400	349,000	0	0	1,563,400
	OT 10000 General	0.00	0	0	25,600	0	25,600
		9.00	1,214,400	349,000	25,600	0	1,589,000
<b>FY 2025 Total Appropriation</b>							
5.00	FY 2025 Total Appropriation						SGAH
	10000 General	9.00	1,214,400	349,000	0	0	1,563,400
	OT 10000 General	0.00	0	0	25,600	0	25,600
		9.00	1,214,400	349,000	25,600	0	1,589,000
<b>FY 2025 Estimated Expenditures</b>							
7.00	FY 2025 Estimated Expenditures						SGAH
	10000 General	9.00	1,214,400	349,000	0	0	1,563,400
	OT 10000 General	0.00	0	0	25,600	0	25,600
		9.00	1,214,400	349,000	25,600	0	1,589,000
<b>Base Adjustments</b>							
8.41	Removal of One-Time Expenditures						SGAH
	This decision unit removes one-time appropriation for FY 2025.						
	OT 10000 General	0.00	0	0	(25,600)	0	(25,600)
		0.00	0	0	(25,600)	0	(25,600)
<b>FY 2026 Base</b>							
9.00	FY 2026 Base						SGAH

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	9.00	1,214,400	349,000	0	0	1,563,400
OT 10000	General	0.00	0	0	0	0	0
		9.00	1,214,400	349,000	0	0	1,563,400
<b>Program Maintenance</b>							
10.11	Change in Health Benefit Costs						SGAH
	This decision unit reflects a change in the employer health benefit costs.						
10000	General	0.00	11,700	0	0	0	11,700
		0.00	11,700	0	0	0	11,700
10.61	Salary Multiplier - Regular Employees						SGAH
	This decision unit reflects a 1% salary multiplier for Regular Employees.						
10000	General	0.00	10,700	0	0	0	10,700
		0.00	10,700	0	0	0	10,700
<b>FY 2026 Total Maintenance</b>							
11.00	FY 2026 Total Maintenance						SGAH
10000	General	9.00	1,236,800	349,000	0	0	1,585,800
OT 10000	General	0.00	0	0	0	0	0
		9.00	1,236,800	349,000	0	0	1,585,800
<b>FY 2026 Total</b>							
13.00	FY 2026 Total						SGAH
10000	General	9.00	1,236,800	349,000	0	0	1,585,800
OT 10000	General	0.00	0	0	0	0	0
		9.00	1,236,800	349,000	0	0	1,585,800

**PCF Detail Report**

Request for Fiscal Year: 2026

Agency: Office of Administrative Hearings

460

Appropriation Unit: Office of Administrative Hearings

SGAH

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	9.00	879,568	117,000	188,589	1,185,157
		Total from PCF	<b>9.00</b>	<b>879,568</b>	<b>117,000</b>	<b>188,589</b>	<b>1,185,157</b>
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>9.00</b>	<b>899,943</b>	<b>117,000</b>	<b>197,457</b>	<b>1,214,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.00</b>	<b>20,375</b>	<b>0</b>	<b>8,868</b>	<b>29,243</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	9.00	879,568	117,000	188,589	1,185,157
		<b>Estimated Salary and Benefits</b>	<b>9.00</b>	<b>879,568</b>	<b>117,000</b>	<b>188,589</b>	<b>1,185,157</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>20,375</b>	<b>0</b>	<b>8,868</b>	<b>29,243</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>20,375</b>	<b>0</b>	<b>8,868</b>	<b>29,243</b>
		<b>Base</b>	<b>.00</b>	<b>20,375</b>	<b>0</b>	<b>8,868</b>	<b>29,243</b>

**PCF Summary Report**

Request for Fiscal Year: 202  
6

**Agency:** Office of Administrative Hearings

460

**Appropriation Unit:** Office of Administrative Hearings

SGAH

**Fund:** General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>9.00</b>	<b>899,943</b>	<b>117,000</b>	<b>197,457</b>	<b>1,214,400</b>
<b>5.00</b>	<b>FY 2025 TOTAL APPROPRIATION</b>	<b>9.00</b>	<b>899,943</b>	<b>117,000</b>	<b>197,457</b>	<b>1,214,400</b>
<b>7.00</b>	<b>FY 2025 ESTIMATED EXPENDITURES</b>	<b>9.00</b>	<b>899,943</b>	<b>117,000</b>	<b>197,457</b>	<b>1,214,400</b>
<b>9.00</b>	<b>FY 2026 BASE</b>	<b>9.00</b>	<b>899,943</b>	<b>117,000</b>	<b>197,457</b>	<b>1,214,400</b>
10.11	Change in Health Benefit Costs	0.00	0	11,700	0	11,700
10.61	Salary Multiplier - Regular Employees	0.00	8,800	0	1,900	10,700
<b>11.00</b>	<b>FY 2026 PROGRAM MAINTENANCE</b>	<b>9.00</b>	<b>908,743</b>	<b>128,700</b>	<b>199,357</b>	<b>1,236,800</b>
<b>13.00</b>	<b>FY 2026 TOTAL REQUEST</b>	<b>9.00</b>	<b>908,743</b>	<b>128,700</b>	<b>199,357</b>	<b>1,236,800</b>

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Office of Administrative Hearings	Division/Bureau:	
Prepared By:	Raquel Ceklovsky	E-mail Address:	<a href="mailto:raquel.cekvsky@dfm.idaho.gov">raquel.cekvsky@dfm.idaho.gov</a>
Telephone Number:	208-854-3044	Fax Number:	208-334-2438
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Chris Lehosit
Date Prepared:	8/8/2024	For Fiscal Year:	2026

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	The Jefferson				
City:	Boise	County:	Ada		
Property Address:	350 N. 9th Street, ste 300			Zip Code:	837202
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:

**FUNCTION/USE OF FACILITY**

Administrative Space, Boise

**COMMENTS**

**WORK AREAS**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	5	9	9	9	9	9
Full-Time Equivalent Positions:	5	9	9	9	9	9
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	500	3174	3174	3174	3174	3174

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$14,000.00	\$56,049.00	\$60,000.00	\$62,000.00	\$65,000.00	\$70,000.00

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to [Caitlin.Cox@adm.idaho.gov](mailto:Caitlin.Cox@adm.idaho.gov). Please e-mail or call 208-332-1933 with any questions.
- If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
- Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

**AGENCY NOTES:**



## Part I – Agency Profile

### Agency Overview

The Office of Administrative Hearings (OAH) was established in 2022 by the Legislature as an independent agency, charged with providing independent and unbiased hearing officers to preside over contested administrative cases before almost all of Idaho's agencies. OAH is statutorily charged with providing hearing officers in contested case proceedings under Idaho's Administrative Procedure Act (APA) which arise from the appeal of an agency order. OAH is also authorized to provide mediation, arbitration, and other adjudicatory services to Idaho's agencies if requested. Depending on the nature of the action, OAH conducts hearings in a number of ways: 1) in-person field hearings, which can be done anywhere in the state; 2) remote video conference; 3) hybrid hearings, which have in-person attendees and remote attendees; and 4) telephonically.

On September 6, 2022, Governor Little appointed Bryan Nickels as the Chief Administrative Hearing Officer to launch OAH as a new agency. By statute, OAH formally began to handle contested cases on January 3, 2023, and subsequently began handling contested cases before the Department of Health & Welfare on July 1, 2024. As of August 1, 2024, OAH is staffed with 6 administrative law judges (including the Chief Administrative Hearing Officer and the Deputy Chief Administrative Hearing Officer), 2 Deputy Clerks, and 1 Case Administrator; OAH also utilizes legal extern(s) from the University of Idaho Law School. In August 2024, all 3 of OAH's newest administrative law judges will complete a 10-day Fair Hearings training for administrative law judges at the National Judicial College at the University of Nevada-Reno. OAH's new offices are located at 350 N. 9<sup>th</sup> St., Suite 300, Boise, ID 83702.

**OAH's Mission:** The Office of Administrative Hearings serves the citizens, businesses, and state agencies of Idaho by providing independent, efficient, and unbiased hearings of contested administrative cases, and facilitates the opportunity for parties to resolve their disputes through alternative dispute resolution.

**OAH's Vision:** 1) The Office of Administrative Hearings will continue to develop a transparent and standardized hearing process to benefit participants in contested case proceedings; 2) The Office of Administrative Hearings, through its hearing officers, will continue to provide all participants with a fair, civil, and efficient process through which contested case proceedings will be heard; and 3) The Office of Administrative Hearings will continue to educate the public and stakeholders about Idaho's Administrative Procedures Act so that parties may participate to the fullest extent possible in the process.

### Core Functions/Idaho Code

OAH's duties in providing independent and unbiased hearing officers, and corresponding due process concepts (as illuminated in the landmark U.S. Supreme Court case of *Mathews v. Eldridge*, 424 U.S. 319 (1976)), play a pivotal role in safeguarding individuals' rights within administrative proceedings. These mechanisms are integral to ensuring that individuals receive fair treatment and protection from arbitrary decisions when dealing with Idaho's agencies, given the potential harm to the individual if erroneous decisions are made without adequate procedures. As Idaho's Court of Appeals has explained in *Hawkins v. Idaho Transp. Dep't.*, 161 Idaho 173 (Ct. App. 2016), "[t]he minimum constitutional due process requirements for administrative hearings are timely and adequate notice and an opportunity to be heard that is meaningful and appropriate to the nature of the case." Altogether, these concepts underscore the fundamental principles of due process, striving to strike a harmonious balance between governmental efficiency and the protection of individual rights.

To ensure fulfillment of these due process considerations, OAH and its Chief Administrative Hearing Officer have a number of statutory duties regarding contested cases before Idaho's agencies and handled by OAH hearing officers. Those duties are outlined in I.C. §§67-5280 through -5286, and generally include as follows:

- Conduct contested case proceedings that arise from the appeal of an agency order (I.C. §67-5280(2)(a));
- Provide mediation, arbitration and adjudicatory services requested by agencies (I.C. §67-5280(2)(b));
- Appoint hearing officers, both within OAH and as outside contract hearing officers (I.C. §67-5282(1)(d));

- Promulgate an updated Idaho Rules of Administrative Procedure (I.C. §§67-5280(2)(c), -5282(1)(e), and -5206(3))
- Establish a Code of Conduct governing hearing officers' conduct to ensure independent and unbiased decision-making (I.C. §67-5282(1)(f))
- Protected and ensure the decisional independence of OAH's hearing officers (I.C. §67-5282(1)(g)), and
- Implement monitoring systems regarding the quality of contested case proceedings (I.C. §67-5282(h)).

As of July 1, 2024, OAH provides contested case and other services to almost all of Idaho's agencies, to include the hearing of Department of Health and Welfare contested case matters. The only agency expressly exempted from OAH's scope is the Water Board/Department of Water Resources, per I.C. §67-5280(4).

### Revenue and Expenditures:

Revenue	FY 2021	FY 2022	FY 2023	FY 2024
General Fund	\$ n/a	\$ n/a	\$ 605,700.00	\$0.00
<b>Total</b>	<b>\$ n/a</b>	<b>\$ n/a</b>	<b>\$ 605,700.00</b>	<b>\$0.00</b>
Expenditure	FY 2021	FY 2022	FY 2023	
Personnel Costs	\$ n/a	\$ n/a	\$ 310,862.58	\$559,898.25
Operating Expenditures	\$ n/a	\$ n/a	\$ 70,259.00	\$148,316.64
Capital Outlay	\$ n/a	\$ n/a	\$ 31,783.27	\$0.00
Trustee/Benefit Payments	\$ n/a	\$ n/a	\$ 0	\$0.00
<b>Total</b>	<b>\$ n/a</b>	<b>\$ n/a</b>	<b>\$ 412,904.85</b>	<b>\$708,214.89</b>

### Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
Agencies assigning cases to OAH	n/a	n/a	9	11
Cases transmitted to OAH	n/a	n/a	83	150
Hearings conducted	n/a	n/a	56	91
Percentage of in-person hearings	n/a	n/a	10.6%	14.0%
Assignment within 2 business days	n/a	n/a	96.4%	98.0%
Cases older than 180 days	n/a	n/a	0%	2.0%
Mediations/Arbitrations conducted	n/a	n/a	1	1

Note: "FY 2023" represents half-year figures, covering the official OAH start date of January 3, 2023 through June 30, 2023.

### Performance Highlights:

For FY24, in addition to the ongoing work in presiding over contested cases assigned to it by other agencies, OAH also primarily focused on preparing for the transition of Department of Health and Welfare contested case hearings from the Office of the Attorney General's Fair Hearings Unit to the OAH on July 1, 2024, including the hiring of additional personnel, physical relocation of entire agency to accommodate the expansion, additional set-up of IT services and related logistical matters for the agency expansion, ongoing administrative law judge training, including contract hearing officers, and ongoing coordination meetings with Department of Health and Welfare staff.

Additionally, OAH completed the rulemaking process in creating the new Idaho Rules of Administrative Procedure, updating the prior Rules of Administrative Procedure of the Attorney General which had initially been promulgated in 1993. In doing so, OAH conducted eight in-person negotiated rulemaking sessions around the state, including Boise, Coeur d'Alene, Twin Falls, Moscow, and Pocatello. Those Rules became final, and went into effect, on July 1, 2024. In conjunction with the adoption of the new Idaho Rules of Administrative Procedure, OAH assisted other agencies in identifying agency-specific contested case rules, promulgated as exceptions to the prior Idaho Rules of Administrative Procedure, for archiving.

**Part II – Performance Measures**

Performance Measure		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Goal 1: Develop website to incorporate background information regarding OAH for the public, agencies, and contract hearing officers.						
Public website information: FAQs, OAH information, contact info, etc.	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Webpage creations	Agency rule links	---
Agency website information: ADR, transmittal, and contact info	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Webpage creations	Form updates	---
Hearing officer information: Code of Conduct, statutory/administrative info	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Webpage creations	Maintain pool and Code	---
Goal 2: Develop processes and monitoring systems to assist public in full participation in proceedings, and to ensure hearing officers comply with code of conduct.						
Code of Conduct for hearing officers	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Creation	Updated	---
Quarterly Hearing Officer trainings	achieved	n/a	n/a	Yes (2 of 2)	Yes (4)	---
	benchmark	n/a	n/a	CLEs conducted; attendance monitored	CLEs conducted; attendance monitored	---
Development of long-term “how to” information delivery methods	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Options id'd	FAQ created	---
Goal 3: Consolidate and standardize administrative hearing officer practices and create quality monitoring system.						
Creation of hearing officer pool and contracts	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Complete	Maintained	---
Creation of agency policies regarding conduct of hearings	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Initiated and ongoing; provided to all hearing officers	Policy manual created	---
Develop monitoring/QC standards	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	Complete	Maintained	---
Goal 4: Promulgate rules to further implement OAH's mission.						
Promulgate new Idaho Rules of Administrative Procedure	achieved	n/a	n/a	Pending Rules	Yes	---
	benchmark	n/a	n/a	Complete	Complete	---
Assist agencies re: updates to agency-specific rules	achieved	n/a	n/a	Ongoing	Yes	---
	benchmark	n/a	n/a	Meetings	Meetings	---

Goal 5: Education						
Establish training requirements for all hearing officers	achieved	n/a	n/a	Yes	Yes	---
	benchmark	n/a	n/a	<i>Complete</i>	<i>Complete</i>	---
Present CLEs to stakeholder groups	achieved	n/a	n/a	Ongoing	Ongoing	
	benchmark	n/a	n/a	<i>Complete</i>	<i>Complete</i>	
Goal 6: ADR						
Agencies: educational information and forms about ADR	achieved	n/a	n/a	Yes	Yes	
	benchmark	n/a	n/a	<i>Complete</i>	<i>Complete</i>	
ADR Specialists: Identify and creating training requirements	achieved	n/a	n/a	Yes	Yes	
	benchmark	n/a	n/a	<i>Complete</i>	<i>Complete</i>	

### Performance Measure Explanatory Note:

As above, much of OAH's initial performance measures for its first two fiscal years are directed to initial set-up of the agency, as well as the set-up of the expanded agency to begin Department of Health and Welfare contested case hearings in FY25, both of which included initial training and logistics regarding administrative law judge operations. OAH projects that, following commencement of Department of Health and Welfare contested case matters in FY25, start-up operations for OAH as reflected in its initial strategic plan(s) are anticipated to be largely completed, and the strategic plan will be further updated to reflect ongoing OAH activities and metrics. At that juncture, and as OAH's caseload further matures, OAH anticipates that performance measures may shift to different metrics regarding case types, date-to-appointment and date-to-completion data, judicial review results, etc. OAH has also engaged in outreach with other states' central panel agencies to evaluate what benchmarks and metrics are used in those states in their respective performance measurement reports.

#### For More Information, Contact:

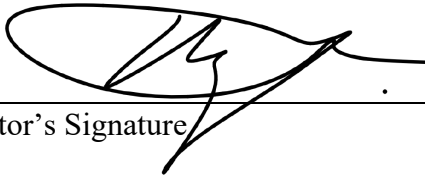
Bryan Nickels, Chief Administrative Hearing Officer  
 Office of Administrative Hearings  
 350 N. 9<sup>th</sup> St., Suite 300  
 Boise, ID 83702  
 Phone : (208) 605-4300  
 E-mail : [bryan.nickels@oah.idaho.gov](mailto:bryan.nickels@oah.idaho.gov)

## ***Director Attestation for Performance Report***

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In accordance with *Idaho Code 67-1904*, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: \_\_\_\_\_



\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

Please return to:

Division of Financial Management  
304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Boise, Idaho 83720-0032

FAX: 334-2438  
E-mail: [info@dfm.idaho.gov](mailto:info@dfm.idaho.gov)